

HOW TO REMEDIATE A PDF: A STEP BY STEP GUIDE



Preparing for PDF Remediation

Begin by assigning a clear title and setting the language in Adobe Acrobat. This helps screen readers properly announce and pronounce your content.

- Go to File > Properties
- Add a title in Description
- Set Language under Advanced tab



1

Run an Accessibility Check

Use Acrobat's Full Check to find issues with tags, reading order, and image descriptions. The report shows what needs fixing.

- Tools > Accessibility > Full Check
- Select all options and run the scan
- Review report for errors

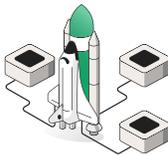


2

Tag the Content & Set Reading Order

Tags define how content is read aloud or navigated. Use the Tags Panel to review and fix tag structure.

- Autotag if missing
- Open Tags Panel
- Adjust types as needed (e.g., headings, paragraphs)
- **Use Reading Order tool to correct flow**



3

Add Alt Text & Fix Key Elements

Add meaningful alt text to all important images and graphics.

- Ensure headings, lists, tables, and form fields are correctly labeled and tagged--add alt text via Tags Panel
- Use H1-H3 heading structure
- Tag lists and define table headers
- Label and set tab order for form fields



5

Test & Finalize

Re-run the full check and (optionally) test with a screen reader to ensure accessibility. Follow best practices to maintain future compliance and consider automated tools for scale.

- Recheck for any unresolved issues
- Use descriptive link text

Manual PDF remediation is often time-consuming and resource-intensive, but DocAccess provides a solution by easily converting PDFs into accessible, mobile-friendly, and compliant web documents.